



**Career Breaks**

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## SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	July 2012	Sue Peckham	Senior HR Partner	New policy

## SECTION 2 BACKGROUND

The Office of the Nottinghamshire Police and Crime Commissioner is committed to delivering the highest standards of policing to the communities of Nottinghamshire through the utilisation of a highly trained, skilled and motivated workforce.

Fundamental to that commitment is the development of work-life balance initiatives that will enhance the maintenance of an efficient, effective and diverse workforce. The Office of the Nottinghamshire Police and Crime Commissioner acknowledges that changes in people's circumstances may lead to those who have joined the service to take a break from their chosen career, with a view to a return to the organisation. This career break scheme offers this facility, subject to meeting certain provisions and conditions.

## SECTION 3 AIMS / OBJECTIVES

The overall aim of this policy is to enable individuals to take an unpaid break from their chosen career. This allows the Office of the Nottinghamshire Police and Crime Commissioner to retain the skills and experience of those individuals in circumstances where they would otherwise be lost.

## SECTION 4 DETAILS

### Eligibility

All staff are eligible to apply for a career break provided the following conditions are satisfied:

- Have successfully completed their probationary period.

- Consent to resume a career with the Office of the Nottinghamshire Police and Crime Commissioner.

Applicants will not normally be permitted to commence a career break if they are subject to an outstanding complaint, misconduct or gross misconduct disciplinary, Unsatisfactory Performance Procedure or attendance management process.

Each application for a career break will be judged on its individual merit taking account of the exigencies of the organisation. A career break may be taken for a variety of reasons, which may include (this list is not exhaustive)

- Domestic/Dependant Care
- Education
- Travel
- Voluntary work
- Undertake religious or belief observance or pilgrimage

The purpose of a career break is to enable a break in the individual's career and is **NOT** intended to enable staff to undertake alternative paid employment. It is acknowledged that individuals may wish to engage in other employment for the purpose of financially supporting the career break. In those circumstances prior approval must be obtained from the Head of HR & OD.

#### **4.1 Length of Career Break**

All staff who fulfil the criteria can apply for a career break for a period of not less than six months up to a maximum of five years.

The Nottinghamshire Police and Crime Commissioner or nominated deputy has the discretion to extend the period of career break beyond the prescribed maximum period in exceptional circumstances.

#### **4.2 Applying For a Career Break**

Individuals wishing to apply for a career break must submit their application form via their line manager, not less than twelve weeks before they wish to commence a career break.

The Head of Department or designated deputy or senior manager has the authority to approve or refuse an application for career break. The decision as to whether to accept or reject the individual's application should be notified within 28 days of receipt of the application.

All individuals will be under a general duty to inform their line manager of any circumstances, which may affect the agreed objectives, or timescales of a career break.

Prior to commencement of the career break the individual will be asked to sign a formal agreement, which will apply for the duration of the career break.

### **4.3 Appeals**

Where an application is rejected; the individual has the right of appeal. The appeal must be submitted to the Police and Crime Commissioner or nominated deputy within 28 days of receipt of the written notification of refusal.

The Police and Crime Commissioner or nominated deputy will communicate the decision in writing within 14 days of receipt of the appeal. The decision to uphold or reject the appeal by the Nottinghamshire Police and Crime Commissioner or nominated deputy will be final.

### **4.4 Return to work**

All individuals will be subject to a level of vetting appropriate to the post/position to which they are returning as outlined in the vetting policy.

There is no guarantee that individuals will return to their original Post/Area/Department following a career break.

## **SECTION 5 LEGISLATIVE COMPLIANCE**

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Health and Safety at Work Act 1974; Employment Relations Act 1999, and other legislation relevant to policing.